

**CHAMPAIGN PARK DISTRICT  
MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF COMMISSIONERS**

**September 13, 2017**

The Champaign Park District Board of Commissioners held a Regular Board Meeting on Wednesday, September 13, 2017 at 7:00 p.m. at the Bresnan Meeting Center, 706 Kenwood Road, Champaign, Illinois, pursuant to notice duly given. President Hays presided over the meeting.

Present: President Craig W. Hays, Vice President Timothy P. McMahon, Commissioners Barbara J. Kuhl, Jane L. Solon, and Kevin J. Miller, Treasurer Gary Wackerlin and Attorney Guy Hall.

Staff Present: Joe DeLuce, Executive Director, Cindy Harvey, Assistant to the Executive Director/Board Secretary, Andrea Wallace, Director of Finance, Bret Johnson, Interim Director of Operations, Tammy Hoggatt, Director Human Resources, Andrew Weiss, Director of Planning, Steven Bentz, Virginia Theatre Director, and Ashley Sims, Volunteer Coordinator.

Other members of the public were in attendance as well as Cara Finnegan, League of Women's Voters Observer Corp.

**Call to Order**

President Hays called the meeting to order at 7:00 p.m.

**Presentations**

Carle Community Trail

Nick Crompton, Executive Director for construction at Carle Foundation Hospital, and Tom Jordan, Engineer with Fehr Graham, presented an overview of Carle at The Fields, a new development at the I-57 and Curtis Road interchange and responded to questions. Mr. Crompton reported that the development will consist of an administrative building, medical campus, retail space, and a hotel. The development will include a 10 foot wide trail around the development of approximately 213 acres. Mr. Jordan reported that the end project will include an elaborate lighting system for both roadways, and he is hopeful that moving forward with the development the Park District will be agreeable to maintenance of the open space trail. Discussion ensued.

Mr. Crompton stated that Carle staff looks forward to working together with the Park District to provide a nice amenity for the community and Carle employees. He responded to questions about the completion date of the trail and the project. Further discussion ensued about ownership, dedication of the community trail, and installation of traffic signals.

The Board thanked Mr. Crompton for the presentation.

Results of the Community Survey

Jarrod Scheunemann, University of Illinois, Office of Recreation and Parks Resources, presented highlights of the final results of the community survey. He reported that there is high satisfaction with facilities, services, amenities, programs and events that are offered by the Park District, especially at the Virginia Theatre. Mr. Scheunemann also reported that residents are interested in natural areas, environmental education, wildlife, and environmental impact. Discussion ensued further regarding the survey findings.

The Board thanked Mr. Scheunemann for the presentation.

**Comments from the Public**

None.

**Communications**

President Hays circulated the communications.

## **Treasurer's Report**

Treasurer Wackerlin reviewed the Treasurer's Report for the month of August 2017 and found it to be in appropriate order.

Vice President McMahon made a motion to accept the Treasurer's Report for the month of August 2017. The motion was seconded by Commissioner Solon. The motion passed 5-0.

## **Executive Director's Report**

### Volunteer of the Month

Ashley Sims reported that Carol Cope was chosen as August Volunteer of the Month. She was chosen for her volunteer efforts with the Taste of Champaign-Urbana. Ms. Cope was presented with a Certificate of Appreciation and a bag of goodies.

### Project Updates

Mr. DeLuce distributed a list of project updates to the Board. He asked the Board members to let him know if they have any questions regarding the projects.

### General Announcements

Mr. DeLuce reported the trolley will be in the Pride Fest Parade this weekend. He encouraged the Board to join staff to walk in the parade.

## **Committee and Liaison Reports**

### Champaign Parks Foundation

President Hays reported that the Foundation Board met and discussed the tax return and the 990 form. The documents will be finalized and processed this week.

## **Report of Officers**

### Attorney's Report

#### Ordinance No. 625

Mr. Hall reported that Ordinance No. 625 was for annexation of areas at Carle at the Fields. He stated that there is an error in the legal description which the City is addressing.

This item was tabled until a future meeting.

### President's Report

None.

## **Consent Agenda**

President Hays stated that all items on the Consent Agenda are considered routine and shall be acted upon by one motion. If discussion is desired regarding any item, that item shall be removed and discussed separately.

1. Approval of the Minutes of the Executive Session, July 26, 2017
2. Approval of Minutes of the Regular Board Meeting, August 9, 2017
3. Approval of Minutes of the Executive Session, August 9, 2017
4. Approval of Minutes of the Regular Board Meeting, August 23, 2017
5. Approval of Minutes of the Executive Session, August 23, 2017
6. Approval of a Purchasing Policy
7. Approval of the Revised Safety Manual

Commissioner Miller made a motion to approve the Consent Agenda Items. The motion was seconded by Vice President McMahon. After brief discussion the motion was voted upon. The motion passed 5-0.

## **New Business**

### Approval of Disbursements as of August 9, 2017

Commissioner Kuhl made a motion to approve the list of disbursements for the period beginning August 9, 2017 and ending September 12, 2017. The motion was seconded by Commissioner Miller. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl – yes.

### Approval of a Resolution Initiating the 2017 General Obligation Bond Issue

Mr. DeLuce reported that this is an annual matter and that staff recommends approval.

Commissioner Kuhl made a motion to approve a resolution stating the Park District's need and intent to issue \$1,123,500 of General Obligation Bonds for FY17-18. The motion was seconded by Commissioner Miller. The motion 5-0.

### Approval of a Resolution Setting a Public Hearing on Proposed Bond Issue

Mr. DeLuce reported that this was an annual matter and that staff recommends approval a resolution setting a public hearing on the proposed bond issue.

Vice President McMahon made a motion to approve a resolution to set a Public Hearing for Wednesday, October 11, 2017 at 7:00 p.m. at the Bresnan Meeting Center to discuss the issuance of \$1,123,500 of bonds for the purpose of providing funds for capital improvements. The motion was seconded Commissioner Miller. The motion passed 5-0.

### Approval of the Allocation of Virginia Theatre Ticket Fees

Staff recommends approval of splitting the Virginia Theatre ticket fee 50/50 between restoration and general maintenance, to provide the Champaign Parks Foundation more flexibility when considering non-restoration requests.

Mr. DeLuce presented the report. He stated that most of the restoration has been completed. However, there are several maintenance needs. Mr. DeLuce questioned if the Board would approve setting aside 50% of funds for maintenance. Discussion ensued about the need for funds for future restoration, the current restoration budget, definition of restoration, and budgeting funds for maintenance.

The Board requested additional information. This item was tabled until a future meeting.

### Approval of Amendment to and Renewal of Intergovernmental Cooperation Agreement with Champaign Unit 4 School for Use of Two Gymnasiums

Mr. DeLuce presented the report. He stated that the Park District and Champaign Unit 4 School previously entered into an Intergovernmental Cooperation Agreement for construction and use of the gymnasiums at Barkstall and Stratton Elementary Schools. The agreement was for a 20-year term, which has expired. Staff and Unit 4 staff met and worked out the terms and conditions for use of the gymnasiums. Discussion ensued. Commissioner Solon expressed concern about formatting of the proposed amendment.

This item was tabled until a future meeting.

### Approval of Bid for Installation of Lighting at the Dodds 3-plex

Mr. Johnson presented the report. He reported that the old light poles were removed from the Dodds 3-plex this spring. Staff prepared specifications for lighting and let for bid.

Commissioner Solon made a motion to accept the lowest responsible bid for installation of lighting at the Dodds 3-plex from Barton Electric, Inc. in the amount of \$487,400 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of Bid for Masonry Work at Springer Cultural Center

Mr. Johnson presented the report. He reported that the masonry work will need to be completed prior to the roof being replaced.

Commissioner Kuhl made a motion to accept the lowest responsible bid for masonry work at Springer Cultural Center from English Brothers Company in the amount of \$87,625.00 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of Bid for Hard Court Replacement at Hazel Park

Mr. DeLuce presented the report. He reported that staff recommends awarding the bid to low bidder, Stark Excavating, Inc.

Commissioner Solon made a motion to accept the lowest responsible bid for the Hazel basketball court reconstruction from Stark Excavating Inc., in the amount of \$50,173 and authorize the Executive Director to enter into a contract for the work. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of an RFP for Liquor Services at the Virginia Theatre

Mr. Bentz presented the report. He discussed the proposal process for liquor services at the Virginia Theatre. He stated that staff recommends accepting the proposal from Farren's Pub and Eatery.

Commissioner Kuhl made a motion to accept the proposal submitted by Farren's Pub and Eatery and authorize the Executive Director to enter into a contract with Farren's to be the sole merchant for public alcohol sales at the Virginia Theatre for a one (1) year period beginning September 14, 2017, with the option to renew for an additional year, if mutually agreed. The motion was seconded by Commissioner Miller. The motion passed 5-0.

#### Approval of Bid for Janitorial Services at the Virginia Theatre

Mr. DeLuce presented the report. He reported that only one bid was received and if awarded would double the proposed budget for janitorial services at the Theatre. Staff recommends rejecting the bid and rebidding the services at the Theatre.

Commissioner Kuhl made a motion to reject the bid from ESS Clean, Inc. and authorize staff to rebid the janitorial services for the Virginia Theatre. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of Bid for Janitorial Services at Douglass Community Center

Mr. DeLuce presented the report. Discussion ensued. Mr. Jones responded to questions by the Board.

Commissioner Kuhl made a motion to award the bid to Boley's A-Z Cleaning for the Base Bid for the Douglass Community Center of \$17,196, Alternates 1, scrub and wax preschool floor of \$250 and scrub and wax lobby floor of \$1,750, and base bid for the Douglass Annex of \$5,916 and Alternates 1, clean/extract carpet of \$180 and buff vinyl tile floors of \$325 for a total amount of \$25,617. Also, approving Alternate 2 Additional Services Rate of \$38/hour on an as needed basis. The motion was seconded by Commissioner Solon. The motion passed 5-0.

#### Approval of Change Orders 1 and 2 to the Hessel Park Project Bid

Mr. DeLuce presented the report. He updated the Board on the project.

Commissioner Kuhl made a motion to approve a resolution ratifying Change Orders 1 and 2 as they were not reasonably foreseeable at the time of the original Hessel Park Splashpad and Restroom Redesign contract or are germane to the original contract as signed or are in the best interest of the Park District authorized under the law at a net cost of \$14,560. The motion was seconded by Commissioner Solon. The motion passed 5-0.

Approval and ratification of Participation in and Support of Headwaters Invasive Plant Partnership's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Grant

Mr. DeLuce presented the report. He reported that staff applied for the grant last year, but was unsuccessful in receiving the grant. Staff recommends Board ratification and approval of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership Program grant by providing an in-kind partner contribution in the amount of \$55,366 through ongoing volunteer activities at Park District natural area sites over the five (5) years of the project.

Commissioner Solon made a motion to ratify and approve of the Park District's participation in and support of HIPP's proposal for a Natural Resources Conservation Service Regional Conservation Partnership grant by contributing in-kind partner value contribution in the amount of \$55,366 through ongoing volunteer activities. The motion was seconded by Commissioner Miller. The motion passed 5-0.

Approval and Ratification of Participation in and Support of Headwaters Invasive Plant Partnership's proposal for a National Fish and Wildlife Foundation Pulling Together Initiative Grant

Mr. DeLuce presented the report. He reported that staff applied for the grant last year, however, was unsuccessful in receiving it. Staff recommends Board ratification and approval of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by providing an in-kind partner contribution in the amount of \$22,146.40 through ongoing volunteer activities at Park District natural area sites over the two (2) years of the project.

Commissioner Solon made a motion to ratify and approve of the Park District's ongoing participation in HIPP's pursuit of a National Fish and Wildlife Foundation Pulling Together Initiative grant by contributing an in-kind partner value in the amount of \$22,146.40 through ongoing volunteer activities at Park District natural area sites over the two (2) years of the project. The motion was seconded by Vice President Hays. The motion passed 4-0.

**Old Business**

None.

**Discussion Items**

None.

**Comments from Commissioners**

Commissioner Solon commented that the memo regarding the Hessel Park Phase 2 and 3 Change Orders indicate that there could possibly be more change orders. Mr. Weiss stated that staff hopes that there will not be anymore, however, it is possible.

Commissioner Solon stated that she liked the Beardsley Park trails opening event. President Hays reported that he attended the ZZ Top Concert at the Virginia Theatre and that it was excellent.

**Executive Session**

Commissioner Kuhl moved on the bases set forth below to convene into Executive Session. The motion was seconded by Commissioner Solon. The motion passed 5-0. Upon roll call vote, the vote was as follows: Commissioner Solon – yes; Commissioner Miller – yes; Vice President McMahon – yes; President Hays – yes; and Commissioner Kuhl. The Board convened into Executive Session under the Illinois Open Meetings Act, specifically 5 ILCS 120/2(c)(1) for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, or legal counsel for the public body; (c)(3) the selection of a person to fill a public office; (c)(5) for the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussing whether a particular parcel should be acquired; (c)(6) the setting of a price for sale or lease of property owned by the public body; and (c)(11) to address litigation affecting or on behalf of the particular body that is pending, probable or imminent.

**Return to Regular Meeting**

Following the adjournment of the Executive Session, the Board reconvened in open meeting.

**Adjourn**

There being no further business to come before the Board, Commissioner Solon made a motion to adjourn the meeting. The motion was seconded by Vice President McMahon. The motion passed 5-0 and the meeting was adjourned at 8:32 p.m.

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Craig W. Hays, President

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Cindy Harvey, Secretary